

Idaho School for the Deaf and the Blind
Policies and Procedures
Section: 1200
Subsection: Senior Trip

Revised: June 2006

Reference:

Purpose: To provide guidelines for establishing a senior trip.

Policy: The Idaho School for the Deaf and the Blind has established the following senior trip policy to clarify those allowable activities which will provide for the inclusion of all seniors and be supported by the school. This policy is intended to provide guidelines for:

- I. Obtaining school approval.
- II. Selection of ISDB sponsors to travel with the class.
- III. Maximum allowable days for the trip and use of school time.
- IV. Dates trip may be scheduled.
- V. Travel limitations.
- VI. Sponsors' expenses.
- VII. Obtaining parent or guardian permission.
- VIII. Medical needs.
- IX. Use of school transportation.
- X. Payment and accounting of expenses for the trip.

I. OBTAINING SCHOOL APPROVAL FOR A SENIOR TRIP

- A. A written plan, which has been approved by the designated senior class sponsors, must be submitted to the Director of Student Services at least six (6) weeks prior to the scheduled departure date. This plan will be reviewed by the Administrative Leadership Team to make sure that all guidelines are met and that any additional needs are identified. All identified needs must be completed a minimum of four (4) weeks before the scheduled departure.

NOTE: Seniors' plans for a trip will be disapproved if they do not follow the established guidelines or if the planned activities do not meet the standards of the school.

- B. The written plan must include:

1. Destination of trip and all scheduled stops along the way.
2. Planned activities.
3. Mode of transportation.
4. Lodging plans with costs.
5. Meal plans with costs.
6. Names of participants (sponsors and seniors)
7. Departure date and return to school date.
8. Financial report of current class funds and total estimated senior trip expenses.
9. Additional money needed by each senior for the trip.
10. Money budgeted for sponsors' expenses.

- C. The Administrative Leadership Team will provide the senior class feedback regarding their senior trip plans. Any guidelines not met or additional action needed will be stated.
- D. Upon completion of identified needs by the Administrative Leadership Team, approval will be granted for the senior trip.

II. SELECTION OF ISDB SPONSORS TO TRAVEL WITH THE SENIOR CLASS

- A. Senior class sponsors will be selected to go on the senior trip if at all possible and must be approved by the Principal.

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- B. At least one male and one female sponsor will accompany students on the senior trip if both male and female students go.
- C. Final selection of sponsors will be made based upon the ability of the school to provide coverage of absent employees and what is in the best interest of the school and its responsibility of providing for the needs of all students.
- D. The senior class may want to recommend alternative staff for the senior trip.

III. MAXIMUM ALLOWABLE DAYS FOR THE SENIOR TRIP AND USE OF SCHOOL TIME

- A. The senior trip will involve no more than five (5) consecutive days.
- B. A limit of two (2) school days will be allowed for the senior trip.
- C. Special permission may be granted to begin the senior trip immediately following the completion of the sixth period class.
- D. Seniors cannot participate in the trip if they have any incomplete quarter/semester grades. Also, seniors should not go on the senior trip if they have eight (8) or more absences during the semester prior to the senior trip. Ten (10) or more absences will cause a student to lose credit for the semester.

IV. DATES WHEN THE SENIOR TRIP MAY BE TAKEN

- A. The senior trip should be scheduled to begin during the week before graduation.
- B. Seniors should be in school Monday through Friday the week of graduation for finals and graduation practice.

V. SENIOR TRIP TRAVEL LIMITATIONS

- A. Travel during a day will not exceed more than eight (8) hours of driving time.
- B. Travel following a day of school should not exceed five (5) hours of driving time.

VI. PAYMENT OF SPONSORS' EXPENSES

- A. Sponsors will be treated as guests of the senior class on the senior trip. Their meals, lodging, and admission to special events should be paid for by the senior class.

VII. PARENT OR GUARDIAN PERMISSION FOR SENIOR TRIP

- A. Full explanation of the senior trip will be provided to parents and guardians of participants, as follows:
 - 1. Detailed itinerary of the trip destination with all scheduled stops and planned activities, to include dates.
 - 2. Numbers of students and adults going.

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3. Travel mode, lodging, and meal plans.
 4. Breakdown of senior class savings and amount of spending money each senior will need for the trip.
 5. Notification to parents that seniors must have all money turned into the school two (2) weeks prior to departure
 6. Notification that if a student fails to deposit his/her required money to the school account by the designated date; he/she will not be allowed to accompany the others on the scheduled trip.
- B. Parents must receive a permission slip to sign and return to the school. Permission slips must be received by the school two (2) weeks prior to departure. Note: Students 18 years and older may elect to go without parental permission, however, their parents/guardians will be notified as a matter of professional courtesy.
- C. If a senior does not go on the senior trip, he will be expected to be in attendance at school.

VIII. MEDICAL NEEDS

- A. Any student requiring medication or having special medical problems must coordinate medication needs with the school nurse. Supervisors will receive instructions regarding individual medication needs.

IX. USE OF SCHOOL TRANSPORTATION

- A. Based upon the number of students going on the senior trip and the drivers' licenses held by sponsors, the school will offer a vehicle or vehicles with credit cards for transportation.
- B. No private vehicles will be allowed to transport students on the senior trip
- C. If students choose to travel via commercial transportation; all expenses will be the responsibility of the senior class.

X. PAYMENT OF EXPENSES FOR THE SENIOR TRIP

- A. All senior class money must be turned into the school business office where it will be accounted for in the senior class fund.
- B. The school will furnish a vehicle or vehicles plus credit cards for gasoline.
- C. All other senior trip expenses will be the responsibility of the senior class.
- D. Receipts must be kept for all expenses during the senior trip and turned into the business office upon return for a final accounting of all financial transactions.